Adult Development Program

Guidelines and Procedures

1992-93

Alberta
ADVANCED EDUCATION

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The Adult Development Program

The Adult Development Program (ADP) is a funding program through which Alberta Advanced Education supports term-certain programs delivered by post-secondary institutions.

The purpose of the Adult Development program is to provide programs for those adult Albertans:

(a) who have not attained the basic skills for successful living as contained in the Foundations for Adult Learning and Development Policy; communications skills, living skills, and production skills;

(b) who have not attained the basic skills for successful living, but who can benefit from upgrading their academic skills to a level that permits their first entry into formal post-secondary education or into employment or;

(c) who at one time may have achieved basic skills levels but because of changes in their personal lives or because of changes in society or the workplace require further skill development in any of the basic communications, living and production skills.

Advanced Education expects the Adult Development Program to provide the department and the institutions with the ability to respond to short term program needs. While being sensitive to regional needs, the program will maintain a capacity to respond to provincial priorities.

The Adult Development Program is the provincial program through which obligations to the Government of Canada for training are met in accordance with the Canada/Alberta Labour Force Development Agreement.

.../2

General Guidelines

1. Programs that are eligible for support by the Adult Development Program are:

   (a) adult basic education: including literacy, academic upgrading, pre-college or pre-technology, and living/life skills;
   (b) English language training (ESL) and;
   (c) basic occupational/vocational training which may include components from (a) and (b).

2. The Adult Development Program will not support:

   (a) post-secondary programs, both credit and non-credit, which demand high school graduation or the equivalent as entrance requirements; or
   (b) apprenticeship training.

3. Programs supported by ADP will be no longer in duration than twelve consecutive months.

4. The institutions eligible to apply for ADP funding are the public post-secondary institutions and the institutions accredited by the Private Colleges Accreditation Board.

5. Advanced Education encourages the development of programs that involve partnerships with community organizations, more than one institution, business and industry.

6. Post-secondary institutions participating in the Adult Development Program will be expected to involve their local stakeholders including Employment and Immigration Canada in the development of their ADP program plan. Employment and Immigration Canada participation is necessary to ensure that the obligations to deliver training under the Canada/Alberta Labour Force Development Agreement are fully met.

7. Institutions are responsible for evaluating approved ADP programs according to their usual practice for program evaluation. The department will require reports on all ADP approved programs as a condition of approval. Formal evaluations may also be requested.

.../3

Budget Guidelines

8. Funds granted for an approved program are to be used only for that program consistent with ADP guidelines.

9. Funds will be provided for the actual costs that are incurred by the delivery of an ADP program.

10. Program costs that fall within the following categories will include only that portion of the cost attributable to the specified program and will be prorated accordingly:

    (a) capital equipment;
    (b) instructional space;
    (c) computer equipment and software licensing and/or maintenance contracts.

11. An overhead charge is allowed to a maximum of 10% of program costs excluding lease and equipment costs.

12. Revenue realized by ADP programs, including tuition, will be applied against the cost of the program. Federally sponsored students do not pay tuition.

13. Because Employment and Immigration Canada sponsored students do not pay for textbooks or instructional materials and fees, the cost of these items for these students should be included in the budget.

14. Should funds become available during the course of the year because of a program cancellation or a rescheduling or because actual costs are less than projected, the disposition of such funds will be subject to a cooperative decision involving the institutions, the department and, if appropriate, Employment and Immigration Canada.

15. Documentation for program costs must be maintained and is subject to audit by the department and the Auditor General.

Procedures

1. Annual program plans (ADP 100) and individual program requests (ADP 110) should be sent to the Director, Community Programs Branch, 6th Floor, Devonian Bldg., East Wing, 11160 Jasper Avenue, Edmonton, Alberta T5K 0L3.

.../4

2. The due date for the submission of the ADP 100 and ADP 110 forms is March 2, 1992.

3. The department will consult with institutions throughout the program plan review with the objective of having final approvals completed by May 15, 1992.

4. For 1992-93 ADP programs scheduled to begin before July 1, 1992, ADP 110 forms should be submitted as soon as they are ready; these programs should be included on the institutional ADP 100.

5. Decisions about programs beginning before July 1, 1992 will be made as early as possible.

6. Program plans will be approved with maximum net expenditures and other conditions that may be appropriate.

7. Upon the receipt of institutional acceptance of the conditions of program approval, initial payments will be made in the amount of the approved projected expenditures to March 31, 1993.

8. After June 30, 1993, institutions may claim the remaining grant based on actual net expenditures as these are reported on the ADP 120.

9. Payment procedures for provincially administered institutions will be those existing between the department and these institutions.